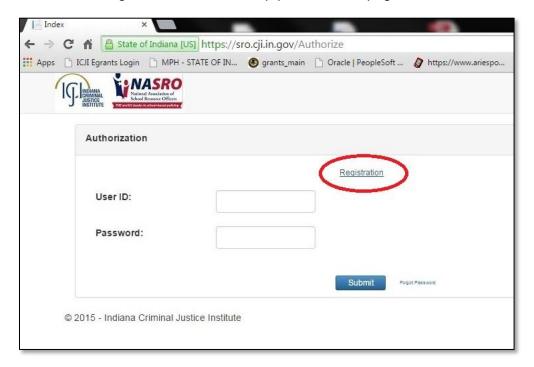
School Resource Officer Reporting System Guide

I. Registration

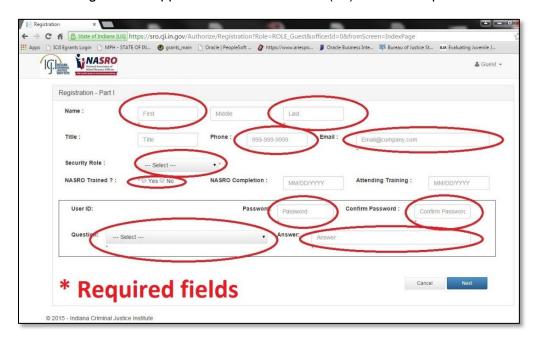
a. Using a web browser such as Internet Explorer, Google Chrome, or Mozilla Firefox, navigate to https://sro.cji.in.gov



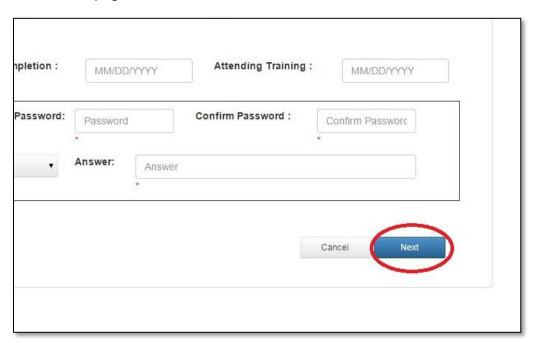
b. Click on the "Registration" link in the top portion of the page.



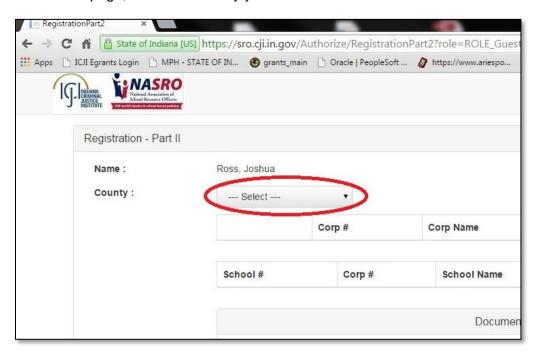
c. Fill in the registration application. A red asterisk ("*") denotes required fields.

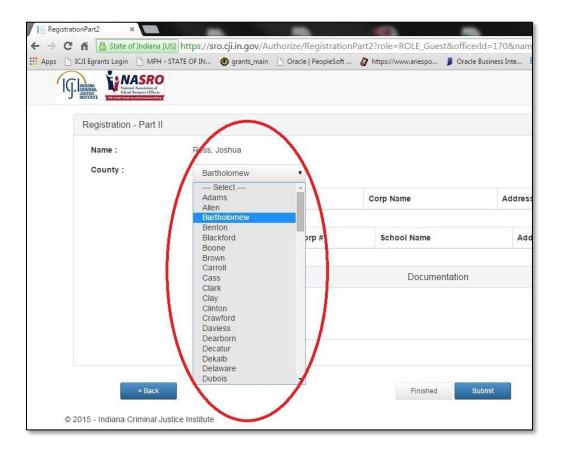


d. Once all required fields have been filled in, click the "Next" button at the bottom right-hand corner of the page.

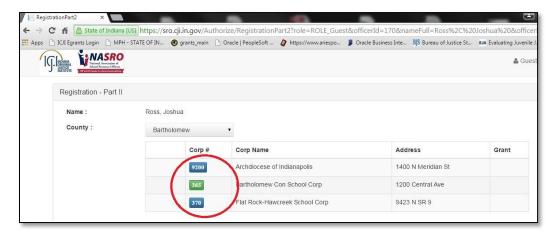


e. On the next page, select the county your school is located in.

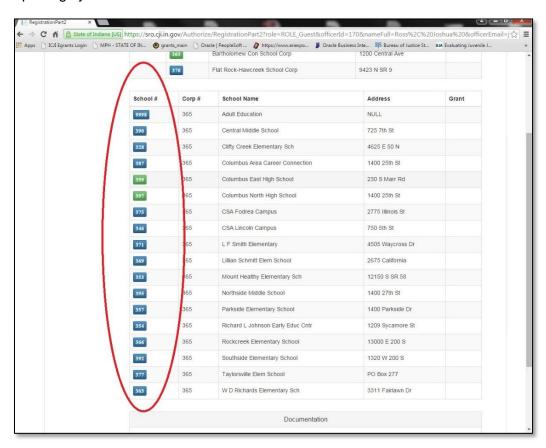




f. A list of school corporations within that county will automatically populate once the county has been selected. Click on your school corporation.

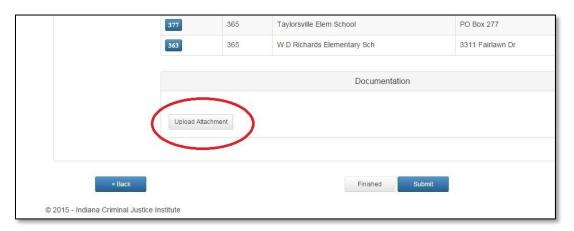


g. Once the school corporation has been selected, a list of schools within that corporation will automatically populate. Select the school(s) you will be working in. It's important that you choose all schools you wish to report on as you will only see selected schools in the incident reporting system.

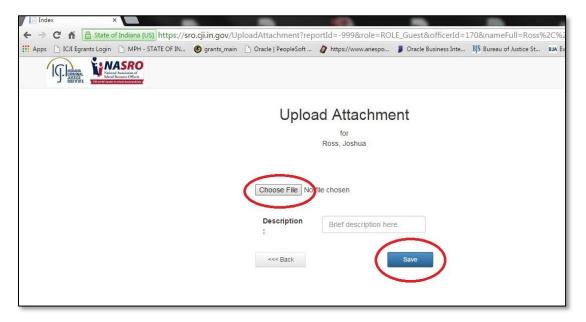


h. Once you've selected the school(s) you will be working in, upload an electronic copy of your NASRO certification (if applicable) in the "Documentation" section at the bottom of the page by clicking "Upload Attachment." If you do not have NASRO certification to upload at this time, proceed to "Step J" in this guide.

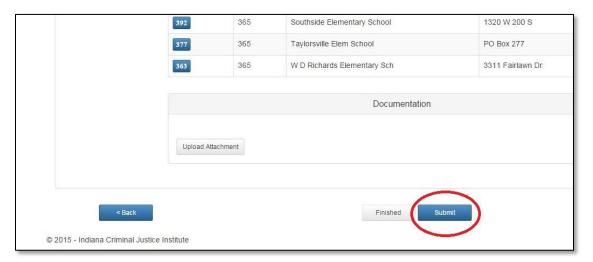
Note: ICJI subgrantees must submit their NASRO certification at the time of registration. Failure to do so could delay the registration process.



i. Follow the instructions on the next screen to enter your documentation and click "Save."



j. Once your documentation has been uploaded (if applicable), you're ready to finish your registration. Click on the "Submit" button at the bottom right-hand corner of the page.



k. You should see a message indicating the success of your registration submission. Your registration will be reviewed by staff and you will receive notification of your request within two business days.

